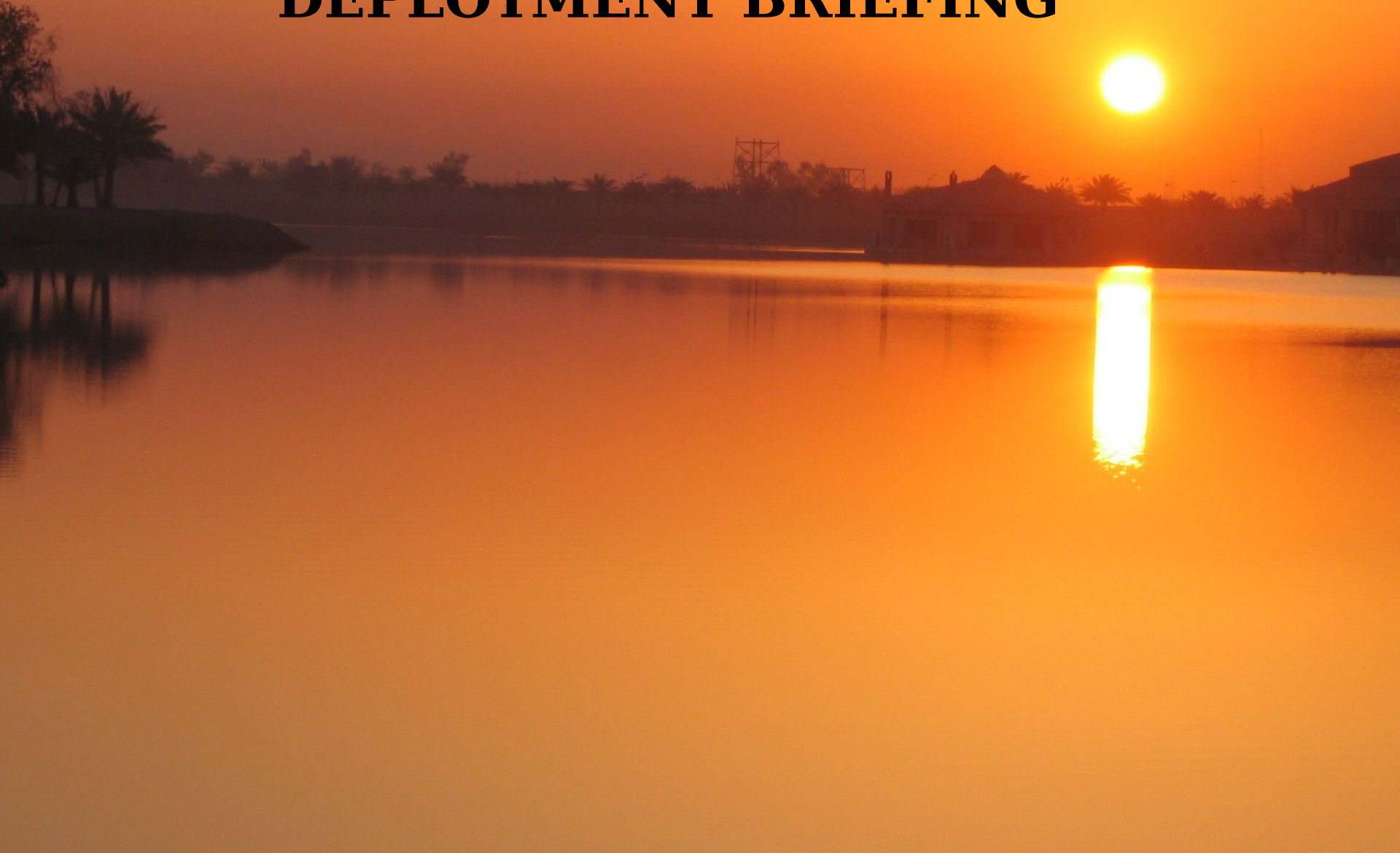


Operation Iraqi Freedom Retention Operations DEPLOYMENT BRIEFING





Retention Operations XVIII ABN CORPS



AGENDA

- Prior to notification
- Upon notification
- Pre deployment
- Deployment
- Lessons Learned
- Conclusion





Retention Operations

PRIOR TO NOTIFICATION



- **Have a written and approved deployment plan**
 - ✓ **How the Retention Office will deploy**
 - ✓ **Transportation**
 - ✓ **Communications**
 - ✓ **Billeting**
 - ✓ **Packing lists**
- **Career Counselors**
 - ✓ **Drivers licenses**
 - ✓ **CTT training**
 - ✓ **Individual equipment**
 - ✓ **Physical training**
 - ✓ **Security Clearances**





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UPON NOTIFICATION

- ✓ **Determine support required for deployment**
- ✓ **Determine Rear-D requirements**
- ✓ **Brief Counselors**
- ✓ **Coordinate with unit (weapons, equipment etc)**
- ✓ **Coordinate with higher headquarters**
- ✓ **Check deployment boxes**
- ✓ **Submit operational deferments/deletions (R c**
- ✓ **Take care of personal affairs**





Retention Operations ~~PRE-DEPLOYMENT~~



- **Stay in the loop with deploying unit**
 - ✓ **Weapons qualification**
 - ✓ **NBC Certification**
 - ✓ **SRP**
 - ✓ **Additional equipment issue**
- **Family**
 - ✓ **Keep family informed**
 - ✓ **Family Readiness Groups**
 - ✓ **Re-check personal and financial situation**
 - ✓ **Ensure family members have POC names/nu**
 - ✓ **Family e-mail is a big plus (set up ako accou**
 - ✓ **Access to MyPay**





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PRE-DEPLOYMENT (cont.)



- **Deployment Boxes (recommend lockable Tuff Boxes)**
 - ✓ **Digitalize everything!!! (back-up on deployment)**
 - ✓ **Try to palletize one Tuff Box with needed supplies**
 - ✓ **Plan to container the rest (QuadCon etc.)**
 - ✓ **Split up key equipment in Tuff Boxes to be containerized**
 - ✓ **Hand carry laptops**
 - ✓ **CD with read/write**
 - ✓ **Administrator privileges**
 - ✓ **Modem and Network cards**
- **Obtain deployment UK's from RMD**
- **PREPARE Soldiers on RETAIN!!!**
- **Coordinate with the organization you will replace**





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PRE-DEPLOYMENT (cont.)



- **Essential items to pack**
 - ✓ **POC lists (email/mail addresses and phone numbers)**
 - ✓ **Good scan/print/fax/copy machine**
 - ✓ **Back up printer (MUST have)**
 - ✓ **6 month supply of print cartridges**
 - ✓ **Extension cords and surge protectors, power converters**
 - ✓ **Canned air or small compressor**
 - ✓ **Portable tables and folding chairs (recommend good quality)**
 - ✓ **Adobe Acrobat (NOT Reader) software (must have)**
 - ✓ **Zip Lock bags (hardware/software protection)**





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PRE-DEPLOYMENT (cont.)

- **Essential items to pack (cont.)**
 - ✓ **6 month supply of certificates**
 - ✓ **Completed 4591-R's (digitalized back-up)**
 - ✓ **Digitalized regulations and forms (with CD back-up)**
 - ✓ **Digitalized messages (with CD back-up)**
 - ✓ **Word, Excel, PowerPoint and Access folders (with C**
 - ✓ **U.S. Flags**
 - ✓ **Mailing envelopes and tape**
 - ✓ **Portable paper shredder**
 - ✓ **Copy paper**
 - ✓ **Read/write CD's**
 - ✓ **Spare computer cables**
 - ✓ **General office supplies (think about what you will**





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PRE-DEPLOYMENT (cont.)

- **Nice to have items**
 - ✓ **Coffee pot, coffee and filters**
 - ✓ **Pillows**
 - ✓ **Portable fan/heater**
 - ✓ **Digital camera**
 - ✓ **Extra PT uniforms/running shoes**
 - ✓ **Portable CD player/MP3/DVD (with headphones)**
 - ✓ **Hair clippers**
 - ✓ **Chair in a bag**





Retention Deployment Plan

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PRE-DEPLOYMENT (cont.)

- **Nice to have items (cont.)**
 - ✓ **Baby wipes**
 - ✓ **Wash buckets**
 - ✓ **Portable clock**
 - ✓ **Extra flashlights and batteries**
 - ✓ **Reenlistment giveaways (for deployed area)**





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DEPLOYMENT



- **Mission/Security is first priority**
- **Plan on NOT having immediate access to RETAIN**
- **Firewalls MAY/ARE an issue (IMO/KEYSTONE ca**
- **Telephone will be first communication tool**
- **Email will probably be next**
- **RETAIN access will come eventually**
- **Be mentally prepared for deployed area of opera**
- **Plan retention operations based on situation upo**





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LESSONS LEARNED

- **Laptops are essential (protection from environment and power)**
- **Pin drives are the way to go**
- **Containerized equipment/supplies may take time to receive**
- **Canned air/small air compressor**
- **Have a back-up for everything**
- **Preparing 1 soldier in RETAIN can take hours at times**
- **Communications vary from each location**
- **POC list is essential (rear, PERSCOM, KEYSTONE, DSN)**
- **Copies are difficult, use electronic assets for contract management**





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LESSONS LEARNED (cont.)

- **ASI 4R was helpful**
- **RC Counselors deployment depends on utilization**
- **Maintain log/database of all actions**
- **Official mail is available, but slow**
- **Laundry services available**
- **MWR/AAFES adequately supplied**
- **Debit Cards, cash or checks were accepted by AAFES**
- **RPI's that can be used in deployed area were popular**
- **Support from CONUS was great in most cases**
- **Support from CONUS was severely lacking in some**





Retention Operations

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LESSONS LEARNED (cont.)

- **Must use care when reenlisting soldiers for movement options**
- **Pre-deployment planning was key to success**
- **Counselors must make themselves part of the organization**
- **Weapons/CTT training is essential**
- **12-15 hours days are the norm**
- **Policy changes have a major affect on efforts**
- **Flexibility is key to success**
- **Career counselors MUST counsel soldiers**
- **Keep the COC informed (normal retention rules don't apply)**
- **Use central POC for commo with RMB**





Retention Operations

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CONCLUSIO

Retention operations success or failure depends on command support and an active roll from all leaders. Every Soldier chooses to reenlist or separate for a variety of personal reasons. Without adequate counseling to our Soldiers; many would not be informed on options, incentives, and benefits that come with continued service in our Army. Career Counselors are the program managers for the commander on this critical readiness mission. With our Nations involvement in the Global War on Terrorism the roll of the Career Counselor in a volunteer Army has never been more important.

